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Subject: resumes (employment)

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- The Career Change Resume**  
 by Isaacs, Kim.; Hofferber, Karen.  
 Publication: New York McGraw-Hill Professional, 2003.  
 Part 1 PLANNING THE ATTACK ON YOUR RESUME "Take a chance! All life is chance. The who goes farthest is generally the one who is willing to do and dare. The 'sure thing' boat never goes far from shore." —DALE CARNEGIE Copyright 2003 by The McGraw-Hill Companies, Inc. Click Here for Terms of Use. Education/Training Sample Job Titles: learning and development specialist, motivational speaker, software training and development manager, organizational development manager, software trainer, corporate training and development specialist, corporate training and development manager, instructor, teacher, program administrator, principal, assistant principal, school administrator, corporate trainer, e-learning curriculum  
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- Resumes for Re-entering the Workforce**  
 VGM Professional Resume  
 Publication: Chicago McGraw-Hill Professional, 2002.  
 The Elements of an Effective Resume An effective resume is composed of information that employers are most interested in knowing about a prospective job applicant. This information is conveyed by a few essential elements. The following is a list of elements that are found in most resumes—some essential, some optional. Later in this book, we will further examine the role of each of these elements in the makeup of your resume. • Honors • Activities • Certifications • Publications • Professional Memberships • Special Skills • Personal Information • References  
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